



2018-2019 Principal Preparation Grant Program

Application Due 5:00 p.m. CT, March 13, 2018

Texas Education Agency

NOGA ID

Three copies of the application are required to be submitted. **One copy MUST bear the original signature of a person authorized to bind the applicant to a contractual agreement.** All three copies must be received no later than the above-listed application due date and time at this address:

Document Control Center, Grants Administration Division
Texas Education Agency
1701 N. Congress Avenue
Austin, TX 78701-1494

Application stamp-in date and time

RECEIVED
TEXAS EDUCATION AGENCY
2018 MAR 12 PM 5:09
DOCUMENT CONTROL CENTER
GRANTS ADMINISTRATION

Grant Information

Grant Period **04/13/2018** to **06/30/2019**

Program Authority **P.L. 114-95, ESSA, Title II, Part A**

☐ Pre-award costs are permitted.

☒ Pre-award costs are not permitted.

Required Attachments

The following attachments are required to be submitted with the application. No other submitted materials will be reviewed.

The following four attachments, listed in the program guidelines:

1. IHE/EPP scope and sequence
2. IHE/EPP instructional coaching protocols
3. IHE/EPP course syllabus
4. IHE/EPP evaluation process and metrics

Applicant Information

Name **Education Service Center Region 11** CDN or Vendor ID **751246000** ESC # **11** Campus # DUNS # **611509667**

Address **1451 S Cherry Lane** City **White Settlement** ZIP **76108** Phone **817-740-7605**

Primary Contact **Laura B Hill, ESC Region 11 Federal Grants Manager** Email **lhill@esc11.net**

Secondary Contact **John Petree, Deputy Director IS - ESC Region 11** Email **jpintree@esc11.net**

Certification and Incorporation

I understand that this application constitutes an offer and, if accepted by TEA or renegotiated to acceptance, will form a binding agreement. I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations. I further certify my acceptance of the requirements conveyed in the following portions of the grant application, as applicable:

- ☒ Grant application, guidelines, and instructions
- ☒ General Provisions and Assurances and any application-specific provisions and assurances
- ☒ Debarment and Suspension Certification
- ☒ Lobbying Certification

Authorized Official Name/Title **Clyde W Steelman, Jr., Exec. Dir.** Signature  Date **03/09/2018**

Grant Writer Name **Laura B Hill, Federal Grants Manager** Signature  Date **03/09/2018**

- ☒ Grant writer is an employee of the applicant organization.
- ☐ Grant writer is not an employee of the applicant organization.

701-18-105-053

RFA # **701-18-105** SAS # **276-18**

2018-2019 Principal Preparation Grant Program

Page 1 of 7

Shared Services Arrangements

- ☒ Shared services arrangements (SSAs) are permitted for this grant. **Check the box below if applying as fiscal agent.**
 The organization submitting this application is the fiscal agent of a planned SSA. All participating agencies will enter
☒ into a written SSA agreement describing fiscal agent and SSA member responsibilities. All participants understand that the written SSA agreement is subject to negotiation and must be approved before a NOGA can be issued.
- ☐ SSAs are not permitted for this grant.

Identify/Address Needs

List up to three quantifiable needs, as identified in your needs assessment, that these program funds will address. Describe your plan for addressing each need.

Quantifiable Need	Plan for Addressing Need
Highly skilled principals and assistant principals to serve as instructional leaders in LEAs experiencing rapid growth and a shortage of viable principal candidates.	Lead LEA leadership in recruiting from within their districts highly effective teachers with demonstrated skills in leadership. Develop, hire, mentor and retain candidates who have successfully completed the principal preparation program and demonstrate instructional leadership skills needed in their growing LEAs.
Highly skilled principals to serve as instructional leaders in small and rural communities and charter schools with verified need for principal candidates.	Assist small and / or rural schools and charter schools to identify from within their systems potential principal candidates with high potential to become effective instructional leaders. Assist schools in developing, training, hiring, and retaining principals to serve in their sponsoring small and rural schools.
Highly skilled principals to serve as instructional leaders in suburban schools experiencing a shortage in highly capable, certified principal candidates.	Work with interested suburban schools to identify from within their systems potential principal candidates with high potential to become effective instructional leaders. Assist LEAs as they develop, train, and hire new principals who have successfully completed the principal preparation program.

SMART Goal

Describe the summative SMART goal you have identified for this program (a goal that is Specific, Measurable, Achievable, Relevant, and Timely), either related to student outcome or consistent with the purpose of the grant.

100% of principal candidates identified by LEAS and participating in the Principal Preparation Grant Program beginning April 2018 will successfully complete the ESC Region 11 Principal Preparation Program, pass certification exams, and participate in effective internship with coaching experiences provided by mentors who have documented success as instructional leaders. Upon completion of the Principal Preparation Grant Program in June 2019, 100% of successful candidates will obtain opportunities to serve as principals / assistant principals in participating LEAS and will demonstrate effectiveness in daily LEA experience as instructional leaders as evidenced by progress in meeting new T-PESS standards.

Measurable Progress

Identify the benchmarks that you will use at the end of the first three grant quarters to measure progress toward meeting the process and implementation goals defined for the grant.

First-Quarter Benchmark:

- (1) Principal Preparation Program enrollment data including number of applicants and all required documentation, including demographic information of principal residents, .
- (2) Complete Shared Service Arrangement records including MOU and description of LEA responsibilities, including authentic leadership opportunities as described in this grant application and the ESC Region 11 Principal Preparation Program handbook, scope and sequence, and syllabus.
- (3) Progress reporting based upon PPP Evaluation and Metrics for principal residents participating in program.
- (4) Participation records for principal residents, mentor principals, and EPP representative attending the Principal Prep Program Institute in Austin (June 2018).

Measurable Progress (Cont.)**Second-Quarter Benchmark:**

- (1) Performance evaluation data on principal residents such as review of coursework, observations, approved surveys, and coaching notes.
- (2) Record of authentic leadership opportunities such as the ability to address and resolve a significant problem/challenge in the school that influences practice and student learning; the skills needed to establish and support effective and continuous professional development with assigned staff; and the ability to facilitate stakeholders' efforts to build a collaborative team within the school to improve instructional practice, student achievement, and the school culture.
- (3) SSA Team review - financial records and checklist of all required grant activities to date (business, grant, EPP, leadership).
- (4) Survey of principal residents' satisfaction rates with Principal Prep Program and mentor principal.

Third-Quarter Benchmark:

- (1) Review of appropriate data from feedback sessions with mentor principals and field advisors (EPP Team, mentors).
- (2) Residents' progress in meeting and exceeding all requirements as outlined in syllabus, scope and sequence, and EPP program guidelines.
- (3) Performance data for principal interns participating in principal residency within an LEA.
- (4) Third Quarter Program Evaluation completed by principal interns, mentor principals, and participating EPP course providers.
- (5) If applicable, residents' certification test scores.
- (6) Residents' progress in meeting new T-PESS standards implemented according to State timeline.

Project Evaluation and Modification

Describe how you will use project evaluation data to determine when and how to modify your program. If your benchmarks or summative SMART goals do not show progress, describe how you will use evaluation data to modify your program for sustainability.

- (1) From April 2018 - June 2019, ESC Region 11's Shared Service Arrangement / Principal Preparation Program will collect, review, and act upon performance evaluation data on principal residents such as observations, surveys, coaching notes, and resident performance in completion of course requirements. Interventions, including modified or increased mentoring and targeted assistance will be provided to principal candidates with indicating need.
- (2) A checklist of authentic leadership opportunities such as the ability to address and resolve a significant problem/challenge in the school that influences practice and student learning; the skills needed to establish and support effective and continuous professional development with assigned staff; and the ability to facilitate stakeholders' efforts to build a collaborative team within the school to improve instructional practice, student achievement, and the school culture, etc. will be developed and utilized to assist LEAs / principal mentors with timely completion of such leadership opportunities. ESC 11 Principal Preparation Program staff will use checklists to ensure candidate opportunity and progress in meeting authentic goals.
- (3) Data regarding post-residency placement information for all principal residents in high needs schools will assist in building a sustainable program to continue recruitment, training, and retention of excellent principals who successfully demonstrate T-PESS 5 standards of excellence.
- (4) Review of demographic information of principal residents in relationship to demographics of participating LEAs will guide recruitment of viable candidates for future principal preparation programs.
- (5) The SMART goal states a 100% successful completion rate for principal candidates participating in the Principal Preparation Program through this grant. This standard will be used to measure effectiveness of the grant design.
- (6) Residents' satisfaction rates with the ESC 11 PPP and mentor principal will guide future program development / training.
- (7) Since residents' certification test scores indicate preparedness, all candidates will participate in course work to prepare them for the certification exam. Interventions will be provided individually, as needed, so that all candidates meet standard.

Statutory/Program Requirements

1. The LEA must provide sustained and rigorous clinical learning in an authentic school setting and substantial leadership responsibilities such as the ability to address and resolve a significant problem/challenge in the school that influences practice and student learning; the skills needed to establish and support effective and continuous professional development with assigned teaching staff; and the ability to facilitate stakeholders' efforts to build a collaborative team within the school to improve instructional practice, student achievement, and the school culture.

As proposed Shared Service Arrangement fiscal agent and Education Preparation Program provider, Education Service Center Region 11 will provide to LEAs and their identified principal candidates the Alliance for Educational Leadership (AEL) program, a one-year principal certification program for educators who hold a master's degree. Principal candidates may obtain a probationary principal certificate during the course of training. Initial training takes place during the months of June and July. Training sessions continue approximately once a month on Saturdays during the school year. Principal candidates engage in ongoing assessments and receive support from a mentor principal, program consultant, and field supervisor.

(1) District Responsibilities - School districts must allow the applicant to participate in program activities. The District Agreement Form outlines specific district responsibilities such as placement, administrative experiences, and mentoring. Goal of this grant program includes anticipated placement of the principal candidate in an administrative position after completion of the program is left to the discretion of the district.

(2) Participant Responsibilities - Principal candidates engage in a continuous process of performance and evaluation. A variety of formats are used, including a research project, written reflections, a portfolio, self-assessment, performance assessments, and the local school district appraisal, if applicable.

ESC Region 11 has identified research-based, proven critical success factors in developing a Principal Preparation Program to assist LEAs to recruit, train, recommend for hire, and retain effective principals / campus instructional leaders:

(1) Assistance to LEAs who have identified viable candidates demonstrating high potential to serve as instructional leaders. We believe that the success of this program heavily depends upon quality of applicants identified as principal candidates.

(2) Rigorous Sustained Clinical Learning with Guided Feedback - Monitored through scope and sequence, evaluation / metrics, program evaluation, and participants' successful completion of PPP. An excellent, purpose-driven program of study and clinical practice for principal candidates. The ESC 11 PPP meets /exceeds requirements outlined in TEC 149.2001 Principal Standards: (a) Instructional Leadership - The principal is responsible for ensuring every student receives high-quality instruction, (b) Human Capital - The principal is responsible for ensuring there are high-quality teachers and staff in every classroom and throughout the school, (c) Executive Leadership - The principal is responsible for modeling a consistent focus on and commitment to improving student learning, (d) School Culture - The principal is responsible for establishing and implementing a shared vision and culture of high expectations for all staff and students, and (e) Strategic Operations - The principal is responsible for implementing systems that align with the school's vision and improve the quality of instruction. Additional information is included in required attachments.

(3) Complete fiscal and program compliance and timely submission of all required program performance measures.

(4) Full participation in Principal Preparation Institute in Austin (June 2018) as directed by TEA (EPP representative, Mentor principal, and principal candidate).

(5) As directed by Texas Education Agency, ESC Region 11's Principal Preparation Program will utilize Texas Principal Evaluation and Support System (T-PESS) to provide teachers and principals with the tools they need to improve teacher effectiveness and facilitate job-embedded professional learning. The PPP focuses upon building the capacity of principals and school leaders to improve instruction through observation, coaching, and facilitation of professional growth. evaluation, and participants' successful completion of PPP and placement as a principal / assistant principal in a participating LEA. Evidence: Scope and Sequence, Program Syllabus, Evaluation / Metrics, and Program Design / Handbook.

Statutory/Program Requirements (Cont.)

2. The LEA must ensure that there is a systematic and informed targeted recruitment and selection process utilizing demonstrated criteria such as track record of measurable student achievement, evaluations/appraisals, interpersonal leadership, response to observations and feedback, and growth mindset to ensure quality of future principal pool. Plan for consideration of the following in LEA recruitment and selection strategy: degree to which the diversity of the residents mirrors that of the student population.

Education Service Center Region 11 initiated a Shared Service Arrangement for Principal Preparation Grant based upon documented need. The program design planned by the ESC Region 11 SSA is an Alliance for Educational Leadership (AEL), a program one-year principal certification program for educators who hold a master's degree. During January and February, 2018, all Region 11 LEAs were informed of the potential grant program through a variety of contact including face to face meetings, e-mail listserves, phone calls, and individual e-mail contacts. Grant materials, including RFA, and links to the AEL program were forwarded to eligible LEAs.

As a result of initial targeted recruitment by ESC 11, four LEAs requested to join the proposed SSA in February, 2018. Each of the four LEAs have identified candidates with demonstrated record of effectiveness relating to student achievement, personal leadership skills, and excellent performance evaluations. LEAs were committed to recruiting candidates who mirror their unique student populations and who are willing to continuing serving in their communities.

- In order to ensure potentially successful candidates for the proposed Principal Preparation Grant's Alliance for Educational Leadership, ESC Region 11 will require: (1) completion of ESC 11 Principal Prep Program online application, (2) master's degree from an accredited university, (3) GPA of 3.0 on master's degree, (4) two years of creditable teaching experience, (5) valid teaching certificate, and (6) acceptable score on writing sample (7) approval through state fingerprinting system as required by TEC 22.0834.

- Additionally, participating LEAs will be responsible to complete with each recommended candidate the District Agreement Form.

- As required by this grant, recommended candidates from each LEA, mentor principals, and an EPP representative managing onsite resident coaching will be present at the TEA Principal Preparation Summer Institute (June, 2018).

3. The LEA must provide the name of the institution of higher education (IHE) or educator preparation program (EPP) providing principal preparation; the IHE's or EPP's scope and sequence that includes topics such as student culture routines, data-driven instruction, observation and feedback, team effectiveness, personal leadership, change management, and delivering effective professional development; and the IHE's or EPP's required reading and textbooks.

Education Service Center Region 11 is applying as the fiscal agent of planned Shared Service Arrangement for Principal Preparation Program grant. As fiscal agent for proposed SSA, ESC Region 11 is committed to managing fiscal elements of grant according to federal requirements, operating according to EDGAR, upholding highest standards of financial integrity, ensuring completion of Statutory requirements and program specific requirements, and submitting all fiscal reports and evaluations according to TEA timeline.

Education Service Center Region 11 is the proposed Education Preparation Program (EPP) provider. ESC Region 11 operates a successful principal preparation program that provides training focused on best practices in campus leadership, including a concentrated focus in instructional leadership, and partners with LEAs to offer principal candidates meaningful campus-based leadership experiences throughout their residency year.

ESC Region 11 utilizes a scope and sequence which includes a description of coursework, projects, and timelines. (See required attachments.)

Statutory/Program Requirements (Cont.)

4. The LEA must provide the IHE's or EPP's candidate evaluation process and metrics; IHE's or EPP's instructional coaching protocols such as the tools used during observations to identify the highest leverage action steps for the principal resident and the protocol the IHE or EPP uses to conduct feedback sessions.

Evaluation Process and Metrics: ESC Region 11 utilizes a wide array of research-based methodology and assessment in evaluating principal candidate growth including practicum projects, on-line forum reflections based upon Learner-Centered Principal Standards and TExES principal competencies, field experience observations with feedback, mentor / principal communication logs, internal and external analysis of critical issues in education, online study of school law, project learning and self studies regarding Grievance Policy, TAPR, and Budgeting. Principal candidates will also (1) attend one school board meeting and complete a reflection, and (2) complete a site visit project. For detailed information, please see required attachment.

Instructional Coaching Protocols: All Field Supervisors complete the Field Supervisor Coaching Training required by Texas Administrative Code. Observations are conducted on site at the candidate's campus with pre-and post-conferences. Documentation of each observation is made on the Field Supervisor Visit Form. (3) Processes for observation, evaluation, and feedback will be utilized by field supervisors for coaching of candidates and protocol will be effectively communicated to candidates in the program.

Protocol for Feedback Sessions: The Six Steps to Effective Feedback from Leverage Leadership will be utilized by field supervisors for coaching of candidates as well as for the protocol taught to candidates in the program. Standardized forms will be utilized by field supervisors in order to ensure consistency in observation and feedback. Six Steps for Effective Feedback include (1) Praise - Celebrate the positive, (2) Probe and reflect, (3) Identify Problem and develop concrete action step, (4) Practice and role play, (5) Plan Ahead - Design / revise upcoming plans, and (6) Set Timeline for Follow-up.

ESC Region 11 makes a recommendation to the state for a standard principal certificate at the end of the program contingent upon successful completion of all program requirements, recommendations from the principal candidates' mentor and AEL program staff, and a passing score on the TExES test. For additional information regarding the ESC Region 11's Principal Preparation Program Evaluation Process and Metrics, Instructional Coaching Protocols, and Protocols for Feedback, please access detailed documents provided as attachments to this grant application.

Statutory/Program Assurances

☒ The LEA must assure that the principal preparation residency is at least one year in length.

The LEA must assure that partner IHE/EPP provides residents with certification; evidence-based coursework; opportunities ☒ to practice and be evaluated in a school setting; and in-person and on-site coaching and evaluation with a minimum of three visits per year.

☒ The LEA must assure that residents do not hold a principal certification in the state of Texas.

☒ The LEA must assure that resident will receive ongoing support from an effective mentor principal or school leader who ensures the resident is exposed to substantial leadership opportunities.

☒ The LEA must assure that all participating residents, mentor principals, and an EPP representative managing resident's on-site coaching will be present at TEA Principal Preparation Summer Institute on or around June 6-8, 2018.

Total number of principal residents to be served (maximum 10 per LEA) CDN or Vendor ID **Request for Grant Funds**

List all the allowable grant-related activities and other costs for which you are requesting to expend grant funds, along with the amount of grant funds you are requesting for each. The maximum grant amount you are awarded will not exceed the total you request. Before funds are awarded, you will be required to budget your planned expenditures by class/object code. In the list, group similar activities and costs, keeping salaries, contracts, computers, and other related expenses together.

Description of Activity or Cost	Amount Budgeted
1. Payroll - Consultants serving as Field Supervisors to 4 LEAs / 11 participating principal candidates	30,116
2. Payroll - Stipend for Mentors (11)	11,000
3. Principal Preparation Program Tuition / Fees - ESC Region 11 as EPP (\$4,900 x 11 participants)	53,900
4. Supplies - Books and Materials (\$300 x 11)	3,300
5. Fees - Testing (\$120 x 11), Certification (Up to \$129 x 11), Application (\$75 x 11)	3,487
6. Fees - State Technology (\$55 x 11)	605
7. Travel - Principal Prep Academy in Austin (\$800 x up to 25)	20,000
8. Travel - Field Observations	10,000
9. Indirect Costs limited to 8%	10,592
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Total grant award requested

Shared Services Arrangement Attachment

[illegible]



**Education Service Center Region 11
Principal Preparation Program
2018-2019 Scope and Sequence**

Training	Hours
Orientation	12
AEL	24
Leadership	3
Change and School Improvement	3
Campus Operations	3
SBDM & Campus Planning/P1	3
T-TESS	24
Instructional Coaching/Walk Throughs/PD/P2	3
The Principalship	3
Title I-Part A	3
Campus Budget/Finance	3
Personnel Selection	3
Preparation for the Interview	3
Mock Interviews with TLC	3
Community Relations	3
TEKS and Rigor	3
College and Career Readiness	3
Special Education	3
PBIS	3
ESL/Bilingual	1.5
Early Childhood	1.5
Gifted and Talented	1.5
Title I-Part C	1.5
Practicum/Data and Problem Solving/P1	6
PD and Instruction/P2	3
TEExES: ETS-Test Preparation I	3
Data Driven Decision Making/PEIMS	3
TEExES : ETS-Test Preparation II	3
TEExES Practice Test	6
TEExES Practice Test--Debrief	3
Team Building/P3	3
Mentor/Candidate Training (Online/Canvas)	3
Communication and Conflict Management	6
PLC's/P3	6
CTE/Graduation Endorsements	3
Diversity In Education	3
School Law (Online/Canvas)	15
Personnel Management & Documentation	6
ISTE Standards/Digital Leadership	3
Time Management/Technology in the Classroom	3
Campus Discipline	6
State and Federal Accountability	6
Project Presentations	6
TOTAL TRAINING HOURS:	210



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: Campus Budget/Finance

Instructor name(s): Derick Spurlock/Jessica Wheat

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in Campus Budgeting.

The candidates will be able to articulate an understanding of public school finance.

The candidates will be able to articulate the Standard of Executive Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Campus Discipline

Instructor name(s): Dale Latham

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: School Culture

I. Learning Outcomes:

The candidates will be able to articulate an understanding of Campus Discipline in regard to School Culture.

The candidates will be able to articulate the Standard of School Culture that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Campus Operations

Instructor name(s): Jeremy Thompson

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Strategic Operations

I. Learning Outcomes:

The candidates will be able to articulate the concept of Campus Operations in relation to Campus Leadership.

The candidates will be able to articulate the Standard of Strategic Operations that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Change and School Improvement

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate the concept of Organizational Change in relation to Instructional Leadership and School Culture.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will be able to understand the concept of Conflict in Organizations

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: College and Career Readiness

Instructor name(s): Matt Joiner

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to college and career readiness.

The candidates will be able to articulate an understanding of college and career readiness and how it impacts students.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Communication and Conflict Management

Instructor name(s): Dale Latham

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Executive Leadership and School Culture

I. Learning Outcomes:

The candidates will be able to articulate the concept of Communication and Conflict Management in relation to Executive Leadership and School Culture.
The candidates will be able to articulate the Standards of Executive Leadership and School Culture that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Community Relations

Instructor name(s): Barry Haenisch and Associates

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in Community Relations.

The candidates will be able to articulate an understanding of internal and external publics.

The candidates will be able to articulate the Standard of Executive Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: CTE/Graduation Endorsements

Instructor name(s): Steve Neal

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to CTE and Graduation Endorsements.

The candidates will be able to articulate an understanding of these special instructional programs and how they impact students.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Data Analysis and Problem Solving/P1

Instructor name(s): Cynthia McFarland/Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to Data Analysis and Problem Solving.

The candidates will be able to articulate an understanding of data analysis and problem solving and how they impact students.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will further develop their understanding of the first project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Data Driven Decision Making/PEIMS

Instructor name(s): Wes Jackson

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership and Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to Data Driven Decision Making/PEIMS.

The candidates will be able to articulate an understanding of data driven decision making/PEIMS and how it impacts students.

The candidates will be able to articulate the Standards of Executive Leadership and Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Diversity in Education

Instructor name(s): Kristina Turner

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership and School Culture

I. Learning Outcomes:

The candidates will be able to articulate an understanding of Diversity in Education in regard to Executive Leadership and School Culture.

The candidates will be able to articulate the Standards of Executive Leadership and School Culture that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: ESL/Bilingual, Early Childhood, Gifted and Talented, Title I-Part C

Instructor name(s): Janet Trump, Alycia Winton, Cheryl Bowden, Keilah Villarreal

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to ESL, Bilingual, Early Childhood, GT, and Title I-Part C.

The candidates will be able to articulate an understanding of these special instructional programs and how they impact students.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Instructional Coaching, Walk Throughs, Professional Development, and P2

Instructor name(s): Jennifer Baadsgaard

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of how walk throughs are used in relation to instructional coaching and professional development.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will develop an understanding of the second project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: ISTE Standards, Digital Leadership, Time Management and Technology in the Classroom

Instructor name(s): Stephanie Quarles, Travis Whisenant, and Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Executive Leadership and Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the ISTE Standards, Digital Leadership, Time management and Technology in the Classroom in regard to Executive Leadership and Instructional Leadership.

The candidates will be able to articulate the Standards of Executive Leadership and Instructional Leadership that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Leadership

Instructor name(s): Wes Jackson

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate the AEL Conceptual Framework in relation to Campus Leadership.

The candidates will be able to articulate the Standards of Leadership that are part of the TExES Exam for certification as a school principal in Texas.

The candidates will be able to understand the 21 Responsibilities of the School Leader that are included in the book: *School Leadership that Works* by Robert Marzano

The candidates will be able to understand the Leadership Expectations that are part of T-PESS.

The candidates will be able to understand the concept of Leadership as it applies to a public school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Mentor/Candidate Training

Instructor name(s): Ted Gillum

Class Delivery: Online in Canvas

Credit: 3 hours

State Certification Standard: All

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the responsibilities of the mentor and of the candidate during the practicum portion of the principal preparation program at ESC Region 11.

The candidates will be able to articulate the Standards that inform the certification requirements for a school principal in Texas.

II. Format and Procedures:

The training will involve online modules in Canvas that must be completed prior to beginning the practicum portion of the principal preparation program at ESC Region 11.

III. Lesson Activities and Materials:

The mentor/candidate training modules in Canvas cover several topics provided by ESC 11 that are designed to help the candidates understand the requirements of the practicum.

IV. Assessment:

Candidates will be assessed based on the quality of the materials they submit as part of the mentor/candidate training course in Canvas.

V. Academic Responsibility:

Candidates will be required to submit documents that will indicate their understanding of the practicum requirements.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Mock Interviews

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Human Capital

I. Learning Outcomes:

The candidates will be able to articulate an understanding of how to anticipate interview questions they may be asked when interviewed for an administrative position.

The candidates will be able to articulate an understanding of how to dress for an interview for an administrative position.

The candidates will be able to articulate the Standard of Human Capital that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using one on one interviews with the intern playing the role of applicant.

III. Lesson Activities and Materials:

A list of interview questions will be provided to the interviewer and the interviewer will provide feedback to the candidates after their interview.

IV. Assessment:

Candidates will be assessed through observation of their participation in the mock interview.

V. Academic Responsibility:

Candidates will be encouraged to discuss the feedback provided to them with other members of the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: Orientation

Instructor name(s): Ted Gillum

Class Delivery: Online in Canvas

Credit: 12 hours

State Certification Standard: All

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the requirements of the principal preparation program at ESC Region 11.

The candidates will be able to articulate the Standards that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will involve online modules in Canvas that must be completed prior to the first face-to-face class.

III. Lesson Activities and Materials:

The orientation training modules cover several topics provided by ESC 11 that are designed to help the candidates understand the program requirements

IV. Assessment:

Candidates will be assessed based on the quality of the materials they submit as part of the orientation course in Canvas.

V. Academic Responsibility:

Candidates will be required to submit documents that will indicate their understanding of the program requirements.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: PBIS

Instructor name(s): Annissa Macome

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: School Culture

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to PBIS.

The candidates will be able to articulate an understanding of special education and how it impacts students.

The candidates will be able to articulate the Standard of School Culture that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Personnel Management and Documentation

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Human Capital

I. Learning Outcomes:

The candidates will be able to articulate an understanding of Personnel Management and Documentation in regard to Human Capital.

The candidates will be able to articulate the Standard of Human Capital that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Personnel Selection and Preparation for the Interview

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Human Capital

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in personnel selection and staffing for a campus.

The candidates will be able to articulate an understanding of the statutes that impact the interview process.

The candidates will be able to articulate an understanding of how to prepare for an administrative interview.

The candidates will be able to articulate the Standard of Human Capital that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: PLC's/P3

Instructor name(s): Jennifer Baadsgaard and Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate how PLC's can be used to provide Instructional Leadership.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will further develop their understanding of the third project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: Practicum/Team Building/P3

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate the concept of Team Building in relation to Executive Leadership.

The candidates will be able to articulate the Standard of Executive Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will develop an understanding of all of the requirements of their practicum.

The candidates will develop an understanding of the third project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: PLC's/P3

Instructor name(s): Jennifer Baadsgaard and Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate how PLC's can be used to provide Instructional Leadership.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will further develop their understanding of the third project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: Practicum/Team Building/P3

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate the concept of Team Building in relation to Executive Leadership.

The candidates will be able to articulate the Standard of Executive Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will develop an understanding of all of the requirements of their practicum.

The candidates will develop an understanding of the third project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Professional Development/P2

Instructor name(s): Cynthia McFarland and Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Human Capital and Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of Professional Development in regard to Human Capital and Instructional Leadership.
The candidates will be able to articulate the Standards of Human Capital and Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will further develop their understanding of the second project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: Project Presentations

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Instructional Leadership and Human Capital

I. Learning Outcomes:

The candidates will be able to articulate an understanding of their Project Presentations in regards to Instructional Leadership and Human Capital. The candidates will be able to articulate the Standards of Instructional Leadership and Human Capital that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will involve individual presentations made by each candidate about their practicum projects.

III. Lesson Activities and Materials:

Presentations will be presented using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of their presentations.

V. Academic Responsibility:

Candidates will be required to discuss information and concepts presented over the duration of the program related to the three required practicum projects.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: SBDM, Campus Planning, and P1

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate the concept of Site Based Decision Making and Campus Planning in relation to Executive Leadership.

The candidates will be able to articulate the Standard of Executive Leadership that is part of the TExES Exam for certification as a school principal in Texas.

The candidates will develop an understanding of the format of a campus plan as well as the committee processes that are related to developing a campus plan.

The candidates will develop an understanding of the first project that is required to be completed as part of their practicum.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: School Law

Instructor name(s): Ted Gillum

Class Delivery: Online in Canvas

Credit: 15 hours

State Certification Standard: All

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the basics of several topics associated with public school law in the State of Texas.

The candidates will be able to articulate the Standards that conform with public school law in the State of Texas.

II. Format and Procedures:

The training will involve online modules in Canvas that must be completed prior to taking the TExES principal certification exam.

III. Lesson Activities and Materials:

The school law training modules in Canvas cover several topics provided by ESC 11 that are designed to help the candidate understand the basics of public school law in the State of Texas.

IV. Assessment:

Candidates will be assessed based on the quality of the materials they submit as part of the school law course in Canvas which involves eleven modules that are graded separately. The candidate must have an average score of 80 to pass the course.

V. Academic Responsibility:

Candidates will be required to submit written responses to the questions that will indicate their understanding of public school law basic concepts.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: Special Education

Instructor name(s): Carol Brant

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to special education.

The candidates will be able to articulate an understanding of special education and how it impacts students.

- ✶ The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: State and Federal Accountability

Instructor name(s): Jim Phillips

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: Executive Leadership and Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of State and Federal Accountability in regards to Executive Leadership and Instructional Leadership. The candidates will be able to articulate the Standards of Executive Leadership and Instructional Leadership that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

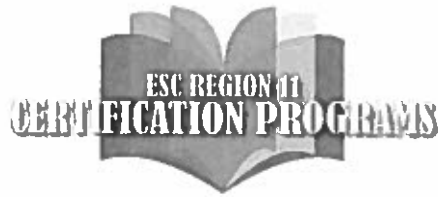
Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: TEKS and Rigor

Instructor name(s): Cheryl Hunt

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Instructional Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in regard to a focus on the TEKS and Rigor in the classroom.

The candidates will be able to articulate an understanding of how teachers should focus on the TEKS.

The candidates will be able to articulate the Standard of Instructional Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: TExES: ETS-Test Preparation I

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: All

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the Principal's TExES exam.

The candidates will be able to articulate the Standards that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Group discussion activities will be provided by using the ETS Principal Test Preparation Manual and a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: TExES: ETS-Practice Test Debrief

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: All

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the Principal's TExES exam.

The candidates will be able to articulate the Standards that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Group discussion activities will be provided by using the ETS Principal Test Preparation Manual and a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM

CLASS SYLLABUS

Class Title: TExES: ETS-Practice Test

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 6 hours

State Certification Standard: All

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the Principal's TExES exam.

The candidates will be able to articulate the Standards that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Group discussion activities will be provided by using the ETS Principal Test Preparation Manual and a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: TExES: ETS-Test Preparation II

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standards: All

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the Principal's TExES exam.

The candidates will be able to articulate the Standards that are part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Group discussion activities will be provided by using the ETS Principal Test Preparation Manual and a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: The Principalship

Instructor name(s): Ted Gillum

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in relation to campus leadership.

The candidates will be able to articulate the Standard of Executive Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.



PRINCIPAL PREPARATION PROGRAM CLASS SYLLABUS

Class Title: Title I-Part A

Instructor name(s): Kelli Crain/Gretchen Kroos

Class Delivery: Face-to-Face

Credit: 3 hours

State Certification Standard: Executive Leadership

I. Learning Outcomes:

The candidates will be able to articulate an understanding of the role of the principal in Title I-Part A.

The candidates will be able to articulate the Standard of Executive Leadership that is part of the TExES Exam for certification as a school principal in Texas.

II. Format and Procedures:

The training will be delivered using large group and small group strategies.

III. Lesson Activities and Materials:

Power point presentations and group discussion activities will be provided by using a laptop and the classroom presentation station provided by ESC 11.

IV. Assessment:

Candidates will be assessed through the observation of class participation and large and small group discussions.

V. Academic Responsibility:

Candidates will be encouraged to work together and to discuss information and concepts presented during the class.

**ESC Region 11
Principal Preparation Program
Instructional Coaching Protocols**

All Field Supervisors complete the Field Supervisor Coaching Training required by Texas Administrative Code. Observations are conducted on site at the candidate's campus with pre-and post-conferences.

Documentation of each observation is made on the Field Supervisor Visit Form.

The Six Steps to Effective Feedback from *Leverage Leadership* will be utilized by field supervisors for coaching of candidates as well as for the protocol taught to candidates in the program.



**Principal Preparation Program
Field Supervisor Visit Form**

Visit # _____

DATE OF VISIT: _____

PROGRAM: AEL ILC PPPP

PRINCIPAL CANDIDATE: _____ **PRACTICUM START DATE:** _____

MENTOR: _____ **# PRACTICUM HOURS:** _____

DISTRICT/CAMPUS: _____

PRE-OBSERVATION CONFERENCE: Date _____ **Comments** _____

OBSERVATION: Start Time _____ **End Time** _____

POST-OBSERVATION CONFERENCE: Date _____ **Comments** _____

MENTOR CONTACT: () In Person () Phone () Email () Note

UPDATE ON PROJECTS: _____

STANDARDS OBSERVED/DISCUSSED:

- () Instructional Leadership
- () Human Capital
- () Executive Leadership

- () School Culture
- () Strategic Operations

GENERAL COMMENTS: _____

MENTOR COMMENTS/CONCERNS: _____

FIELD SUPERVISOR SIGNATURE: _____

PRINCIPAL CANDIDATE SIGNATURE: _____

SIX STEPS FOR EFFECTIVE FEEDBACK

1 Praise	Celebrate the Positive
2 Probe	Probe & Reflect
3 ID Problem & Action Step	Concrete Action Step
4 Practice	Practice & Role Play
5 Plan Ahead	Plan Ahead—Design/Revise Upcoming Lesson Plans
6 Set Timeline for Follow-up	Set Timeline for Follow-up

ESC Region11

Principal Preparation Program

Program Benchmarks

Methodology to Assess Principal candidate Growth	Assessment Tool
Complete Online Orientation as scheduled	Online Course Activity Report
Demonstrate professionalism, participation, and successful completion of assessments.	Observation by PPP faculty, assessments for each pre-assignment training topic
Completion of Required Training	Sign-in sheets; training card, assessments
Practicum Projects (3)	Submitted analysis report and presentation
Practicum Reflections	Scheduled Online Forum Reflections (OFRs)
Practicum	Administrative Practicum Log
Ongoing competency development in all domains	Consultant's Analysis
Internal/External Communication Analysis (2)	Submitted Analysis
Public School Law	Online Activity Report
Grievance Policy Analysis	Submitted Analysis
TAPR Self Study	Submitted Study
Budget Field Project	Submitted Project
School Board Meeting Analysis	Submitted Analysis
Site Visit Reports	Submitted Reports
Feedback from Mentor	Administrative Practicum Log & Field Supervisor Reports
Feedback/Coaching from Field Supervisor Visits (3)	Field Supervisor Reports
Passing score on TExES	TExES Results
Recommendation for certification by Mentor, and Program Director	Certification Recommendation Form

Description of Benchmarks

Practicum Projects: Under the direction of a campus/district administrator, the principal candidate will participate in the development, implementation, presentation, and submission of three practicum projects within their campus or district. The focus of the practicum projects should align with the campus improvement plan. A typewritten report stating the purpose, design, implementation, results, and recommendations for each project will be completed. The principal candidate will present a 10-12 minute presentation to the class which provides an overview of each practicum project.

On-line Forum Reflections (OFR): Reflections will be submitted to allow the principal candidate to demonstrate development of the Learner-Centered Principal Standards and the TExES principal competencies, evaluate self-growth, assess application of the concepts necessary for an educational leader, and focus on the strengths and weaknesses of the experience as a focus of the inner-reflection for professional development. A reflection will be due each month during the fall and spring. The principal candidate is expected to submit a reflection on the given topic each month and write a brief, constructive reply to two other principal candidate reflections on that topic. Topics will include reflections of field experiences, SBDM meetings, ARD meetings, LPAC meetings, dyslexia meetings, at-risk meetings, shadowing of the TAKS coordinator, etc. Reflections should include a brief summary of the experience and connection(s) to the standards and competencies. Additionally, the principal candidate should address: What went well? Strengths? Weaknesses? What elements attributed to the success? Suggestions for improvement? Suggestions for accomplishing the improvement target? Reflections should be written in a positive, professional manner and should not include names of those involved.

Field Supervisor: An ESC Region 11 field supervisor will observe the principal candidate a minimum of three times during the practicum. The first observation will be scheduled during the first quarter of the practicum. Additional observations may be made if deemed necessary by ESC Region 11 program staff or the mentor. It will be the responsibility of the principal candidate to work with the field supervisor in scheduling times that work for the principal candidate, the field supervisor, and the mentor. Pre and post conferences are required for each observation.

Practicum / Field Experiences: The principal candidate will engage in a campus-based practicum throughout the school year. The principal candidate will complete a minimum of 160 hours based on standards and competencies required for Texas principal certification. The practicum will span two semesters. An **Administrative Practicum Log** will be kept throughout the practicum documenting experiences correlated with the standards and competencies. In order to ensure a rich practicum experience, there are mandatory activities in each area. The log is to be made available to the field supervisor during visits. The entire original log will be submitted upon completion of the practicum.

A Mentor/Principal Candidate Communication Log will be kept throughout the practicum documenting weekly contact between the principal candidate and mentor.

Internal/External Analysis: The principal candidate will collect articles of news events concerning school issues. The articles will be summarized and analyzed to articulate an understanding of the critical issues present in today's political, economic, and social climate affecting education, and how to buffer the internal and external systems, culture/climate, and personnel. The news article will be submitted with the summary. Two analyses will be completed.

Public School Law: The principal candidate will complete an online study including case law scenarios, terms, legal names, and legal authorities concerning the legal aspects of education.

Grievance Policy Analysis: The principal candidate will review the district's grievance policies. The policy is to be analyzed and the steps of the district's grievance procedure are to be discussed.

TAPR Self-Study: The principal candidate will analyze, interpret, disaggregate, and develop goals based on the campus AEIS report.

Budget Field Project: The principal candidate will interview the building principal and/or administrator in charge of finance about the local campus budget. A set of guided questions will be provided to the principal candidate for the interview. The interview will be synthesized and evaluated into a report that discusses the implications for each of the guided questions related to resource management. The project should include a copy of the district's budget calendar.

School Board Meeting Analysis: The principal candidate will attend a minimum of one school board meeting. A set of guided questions will be provided to the principal candidate to develop the analysis of the board decision-making process, which will be synthesized into a report. A copy of the board agenda, as legally posted, must be included.

Site Visit Project: The principal candidate will participate in at least **three** visits to campuses with demographics that are significantly different from the one where the principal candidate works. Visits are structured as "fact finding" with emphasis on: learner-centeredness, discipline management, diversity, technology, innovative programs, and communications. Specific criteria for visits will be shared with principal candidates to ensure exposure to a variety of campuses.